



SC-PAY GRADE 17

ACCOUNTANT III

DUTIES AND FEATURES OF THE CLASS:

The employee in this class performs professional accounting tasks of a complex nature, including financial statement preparation. May assign and review the work of administrative support/accounting support staff. Duties are performed with a good degree of independence with general supervision by the Manager of Accounting.

EXAMPLES OF WORK:

Performs special analysis accounting work; engages in problem solving regarding accounting questions; resolves problems relative to the accounting program including identifying the actual program process; uses and develops spreadsheets for analysis work; maintains general ledger accounts; prepares monthly financial reports; prepares audit entries; organizes and helps prepare the Comprehensive Annual Financial Report; provides technical expertise in government accounting to county departments by recommending the development of accounting policies & procedures to ensure compliance with changing Governmental Accounting Standards Board financial pronouncements; performs work directed by the Manager of Accounting and/or Deputy Finance Director; and all related work as required; collects, analyzes and evaluates financial data from a variety of sources; reviews, revises and institutes internal controls to ensure correct charging and accounting of disbursements and credits; reconciles monthly general ledgers and multiple accounts of a complex nature; analyzes and evaluates financial data in the preparation of complex budgets and provides forecasts with supporting justification; provides training to accounting staff on automated financial management systems and other related fiscal and accounting systems and procedures.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of accounting principles and practices; extensive knowledge of professional accounting practices; ability to isolate, identify and resolve a variety of accounting problems; ability to use formulas and spreadsheets; ability to assemble and analyze financial data and prepare reports from such data; ability to supervise the work of others; ability to establish and maintain effective working relationships; possession of integrity and initiative; knowledge of financial statement preparation would be helpful.

QUALIFICATIONS:

Minimum of a Bachelor's degree in Accounting, Finance, Economics or related field OR an Associates degree in Accounting with at least three (3) years' experience in accounting which includes recording, verifying and reporting financial information using Generally Accepted Accounting Principles (GAAP); experience in financial analysis which includes compiling, analyzing and interpreting financial data to ensure effective and efficient accounting of funds or to make projections of future planning; experience in interpreting laws, rules, regulations, standards, policies and procedures; experience in using an automated system to enter, update, modify, delete, retrieve/inquire and report on data; knowledge of creating financial reports which includes combining and presenting financial data from multiple sources in an organized format; proficient in Microsoft Office (Outlook, Word, Excel); excellent verbal and written communication skills; excellent organizational skills; supervisory experience is desired.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35-hour work week (Monday - Friday 8:30 A.M. to 4:30 P.M.)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

Revised 2/2016